

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 17 August 2021 at 8pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 11 August 2021

AGENDA

Item		Lead
1	1) To receive apologies for absence given in advance of the meeting 2) To consider the approval of reasons given for absence	
2	To receive declarations of interest	
3	Confirmation of Minutes a To confirm the Minutes of the Meeting held on 20 July 2021 b To confirm the minutes of the Village Decoration Committee held on 28 July 2021	
4	Residents Issues (15mins allocated to receive residents representations to the Council) Parking issues on Church Lane. Email from resident 11.08.21 refers.	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals: a Erection of detached two storey dwelling with associated detached garage, Margyl Cottage, 40 Main Street, Monk Fryston b The Selby District Local Plan – Additional Sites consultation. Email 29.7.21 issued under separate cover refers c Demolition of existing dwelling and new build 5 bed dwelling with renovation works to garage, Beam House, 2 The Quarry, Lumby Lane 2) Decision notices received a Lawful development certificate for existing storage of building equipment and materials associated with business to the east of 7 Orchard Close - refused b Single storey garden room/conservatory, log store and spiral staircase from first floor annex over farm house garage, Kingfisher Farm, Fryston Common Lane, Monk Fryston – granted	
6	Finances	Clerk
	a Authorised payments since last meeting: 1 Clerks SO salary payment	

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Item		Lead
	<p>2 JBC Clerks salary payment (cheque 1268 - £57.78)</p> <p>3 HMRC paye payment (cheques 1267 and 1269 - £270.40 in total)</p> <p>b Current Account</p> <p>Current Account as Statement to 31 July 2021 £12989.55</p> <p>Previous Balance £16951.04</p> <p>Cash received £1367.20</p> <p>Cheques issued and cleared £5328.69</p> <p>Cheques not cleared £1212.50</p> <p>Cash available when all cheques cleared £1177.05</p> <p>c Savings Accounts</p> <p>Yorkshire Bank (before July interest) £43,156.24</p> <p>Skipton BS £73,191.56</p> <p>Nationwide BS £70,618.44</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £15,402.09</p> <p>Creditors (+) £3914.65</p> <p>Total Commitments (-) / Income (+) (-) £11,487.44</p> <p>e Cash Book</p> <p>Cash Book Balance at 8 August 2021 £11,777.05</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of July was £6580.59 against a forecast of £7569.80.</p> <p>h Audit Control</p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.</p>	
7	Clerks Update	Clerk
	<p>a The JBC bank mandate documentation is now with the bank pending authorisation</p> <p>b The deed for the transfer of the cemetery is awaiting signature by the remaining signatories</p> <p>c The work to Church Lane footpath is scheduled to be carried out w/c 23 August Completion is anticipated within 3 /4 days.</p> <p>c SDC are acting on the unauthorised development adjacent to the A63 / A1M (an up to date report will be made at the time of the meeting)</p>	
8	Motions (<i>in bold italic</i>)	Chair
	<p>a <i>To make payments in accordance with payments schedule</i> (issued under separate cover)</p> <p>b <i>To transfer £10,000 from the savings account to the current account pending the opening of the JBC account and to authorise transfer of the amount held</i></p>	

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Item		Lead
	<p><i>in trust for the JBC once opened.</i></p> <p>c To accept the offer of a grant from the Community Association, given for the benefit of all the people of the area who use the footpath between Church Lane and Old Vicarage Lane, of up to £4600 as a contribution towards the cost it's repair. Email 2.8.21 issued under separate cover refers</p> <p>d To authorise the display of a banner by the Art Club on the gate at the Triangle. Email 6.8.21 issued under separate cover refers</p> <p>e To consider the retention of the table set at the southern end of Chestnut Green following a report of noise disturbance from a resident. Email 30.07.21 refers</p> <p>f To appoint a member to manage the protocol for the two vas signs and process the data gathered</p> <p>g To appoint two members to be the PC's representatives to the village's Queens Jubilee celebration organisation group</p> <p>h To pay the mandatory GDPR annual data protection fee of £40</p> <p>i To appoint two members to review the PC's asset register and assets.</p> <p>j To appoint three members to be mandated to the PC's two Virgin Money accounts</p> <p>k To appoint two members to be mandated to the Skipton Building Society account</p> <p>l To appoint two members to be mandated to the Nationwide account</p> <p>m To agree the Terms of Reference for the Planning Applications Review Group. Document issued under separate cover refers</p> <p>n To agree the Terms of Reference for the Highways and Footpaths Group. Document issued under separate cover refers</p> <p>o To agree the Terms of Reference for the Capital Projects Group. Document issued under separate cover refers</p> <p>p To agree the PC's External Comms Strategy and implementation using funding from savings this financial year and from the precept thereafter. Document issued under separate cover refers</p> <p>q To agree the response to the SDC questionnaire regarding the Statement of Community Involvement Review 2021. Email 28.7.21 issued under separate cover refers</p> <p>r To pay the fee for Cllr Woodhall attending YLCA's Broadening your Planning Knowledge Webinar Session (£22.50)</p> <p>s To identify any items requiring repair and / or maintenance and to agree action</p>	
9	Discussion Items	Chair
	a Residents issues received under item 4	
10	Updates	Various
	a Burial Committee.	Cllr SS
	b Village Decoration	Cllr SS
	c Projects Working Party Group	Cllr SW
	d Highways and Footpaths Group	Cllr SW
	e Social Media Group	Cllr SE

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Item		Lead
	f Yorkshire Green proposal for Rawfield Lane	Cllr SW
11	Correspondence	
	<p style="text-align: center;">POST IN</p> <p>a HMRC request for VAT submission in as pdf</p> <p>b SDC Additional sites consultation details</p> <p>c Virgin Bank notice of changes to terms</p> <p>d Virgin Bank Statement</p> <p style="text-align: center;">POST OUT</p> <p>a First Impressions payment</p> <p>b MF & H Community Association payment</p> <p>c S G Parkin Landscapes payment</p> <p>d YLCA payment</p> <p>e Sherburn Community Trust payment</p> <p>f HMRC payment</p> <p>g The Occupier, 12 Church Lane re hedge cutting</p>	
12	Items For Next Meeting	All
	a Items to be with Clerk before 13 September for next meeting on 21 September	

SCHEDULE OF PAYMENTS		Meeting 20 July 2021			
Payee	Invoice No	Amount	Vat	Item	Cheque
MF and H Community Association	21038	30.00	n/a	room hire	1270
Total		£30.00			

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Monk Fryston Footpaths and Highways	Rev: 1.0
Prepared and Issued by: Susan Woodhall	Issued:
Approved at Council Meeting Dated: Minute reference	

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Document Change History

Revision	Date	Author	Verified	Section	Change Description

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1.0 Responsibilities

The group will follow the rules and regulations of the Parish Council this includes standing orders and financial regulations and code of conduct

The group will be responsible for inspecting all known PROW in the Parish annually

The group will ensure within means at their disposal, the inclusion of all paths as defined within the Definitive Map of the area.

The group will record and bring any recommendations to the Council for approval

2.0 Meetings

The group will consist of 2 members of the Parish Council.

The Group shall meet as and when necessary without prior notice to Council.

The two group members may liaise at any time to carry out their duties without a formal meeting.

3.0 Public Right of Ways

The group will compile a register of all PROW using the Countryside Commission Rights of Way survey form.

Members of the group will not inspect any land or premises in the name of or on behalf the council or issue orders, instructions, or directions without authorisation of the Council.

The group may liaise, at its discretion, with officers of NYCC in search of any information which is in the interest of accuracy before making recommendations.

The group will inspect all sign posting and public information notices.

The group will identify responsibility for maintenance and upkeep of PROW within the Parish, ensuring the Parish Council upholds all obligations for the same.

The group will as far as is possible, ensure that NYCC realises all its obligations in respect of PROW and brings any failure to do so to the attention of Council.

All activity done by the team will be recorded for approval at general meetings of Council before actioning.

All documentation will be recorded in Teams under Paths and Highways and copied to the Clerk for Council Files.

4.0 Definitive Maps

The group will, within its powers, conform to the The Deregulation Act of 2015 to ensure the accuracy of all footpaths paths identified on Definitive Map Record within the Parish.

The group will, in carrying out its work, comply with the Wildlife and Countryside regulations 1993 (Definitive Maps and Statements, Schedule 7)

Members of the group will not inspect any land or premise in the name of, or on behalf of the Council, or issue orders, instructions or directions without authorisation of the Council

The group will identify any new paths not on the 1949 definitive Map record and apply, if necessary for DMMO to support inclusion of the same using NYCC supporting documentation.

The group will liaise with the Footpaths @ NYCC to ensure compliance to national guidelines

All activity done by the group will be recorded for approval at general meetings of Council before actioning.

All activity and documentation will be recorded in Teams under Footpaths and Highways and copied to the Clerk for Council Files.

Monk Fryston Parish Council

Communications Plan 2021-22

Cllr. Matt Burton & Cllr. Sue Ellis

Current Situation

Monk Fryston Parish Council (MFPC) has a duty to engage effectively with its residents, partners and other stakeholders. Strong communication is essential to the council's objective to serve the community. The council needs to communicate who we are, what we do, and why we make the decisions we make on behalf of residents.

Better communication leads to recognition, respect, and community engagement – a range of desirable outcomes.

Currently, the council has a range of communication challenges, but a generally uncoordinated approach.

The current primary comms channels are:

- MFPC website (<https://www.monk-fryston-parish-council.uk/>)
 - This website hosts a range of important information, including councillor details, meeting agendas/minutes and financial/asset information. The site is updated regularly with a view to providing up-to-date and transparent information to the public.
 - However, the site has two significant drawbacks:
 1. It isn't a mobile-friendly/responsive site. The majority of web traffic is via mobile devices, making the MFPC website inconvenient for most web users.
 2. Areas of the site are outdated. For example, the 'latest newsletter' hyperlink leads to a PDF April 2019 newsletter. (Additionally, PDFs are not recommended for accessibility reasons)
- MFPC Quarterly newsletter
 - The printed newsletter has the advantage of being an outbound communications channel, delivered to every home within the parish. This makes it the most inclusive and impactful comms channel currently used by MFPC.
 - However, the newsletter has two drawbacks:
 1. Being quarterly in nature means that it's not a frequent 'always-on' communications format (i.e. it only happens 4 times a year). It is also not delivered on a regular quarterly basis (though this is the intention)

2. The newsletter is a one-way, broadcast communications channel. It doesn't encourage or facilitate two-way communication/interaction with the community.

MFPC also has the following social channels, though these are not well followed or engaged with by the local community:

- [MFPC Facebook page](#) – 74 likes. 1 comment within the last 6 months (very low engagement)
- [MFPC Twitter profile](#) – 85 followers. No tweets since April 2020. No interaction from other Twitter users since 2013.

Lastly, MFPC has the use of a noticeboard on the main street (near the Doctor's surgery). This is primarily used to display the minutes of recent meetings.

Overall, there is a lack of two-way engagement with the community, and a lack of coordinated multi-channel communications approaches.

Objectives

MFPC wishes to achieve the following via effective communications:

1. Improve community engagement
 - Aim to receive any form of interaction/feedback from at least 150 different members of the public during the 12 months following the initiation of this plan (date TBC)
2. Enhance visibility and reputation of MFPC
 - Aim to achieve a net promoter score greater than 0, measured within 12 months following the initiation of this plan (date TBC)
3. Increase public awareness of council decisions and positions
 - Aim to communicate at least 3 key pieces of council business/information within 1 week of each monthly meeting, via a multi-channel comms approach

Strategy

MFPCs approach to communications will follow 5 strategic principles:

1. Be convenient and accessible for all
 - We will use a range of inbound and outbound communications channels which ensure maximum accessibility and usability for as much of the parish population as possible
2. Encourage two-way, positive interaction
 - Every single piece of communications activity (regardless of channel) will carry a call-to-action (CTA) encouraging feedback, input and ideas from our

community

3. Be relevant, clear, factual and timely
 - We will ensure that our messaging is unambiguous, up-to-date, and relevant to the stated needs of the community
4. Test-and-learn
 - We recognise the diversity of our community and the need, therefore, to test different communications channels (particularly digital platforms) to ensure we have the correct mix of channels for our audience
5. Adopt an integrated, multi-channel approach
 - All of our communications channels will work in harmony, speaking in a single voice, providing consistent messaging, encouraging multi-channel engagement from stakeholders, and reaching as wide an audience as possible within the parish

Tactics

The existing five communications channels used by MFPC will be retained, refreshed and relaunched:

1. MFPC website
 - The website will be transitioned to a new website building/hosting platform, allowing the council to have a mobile-responsive and user-friendly site (approx. £10 per month hosting fee)
 - The MFPC website will act as the primary communications 'hub', on which definitive information is published relating to council business, projects, member information etc
2. MFPC newsletter
 - This will be continued in it's current quarterly format, and delivered in a timely manner to all parish households each January, April, July and October (approx. £200 per quarter?)
 - The newsletter will become better integrated with other communications channels via the use of QR codes, community correspondence, and CTAs
3. MFPC Facebook
 - The council Facebook page will grow its following/engagement levels via engaging, sharable content, CTAs, and regular news of council business
 - At least one Facebook post per week will be published
 - Paid 'boosted posts' will be used to increase the reach of Facebook posts within the community, beyond the audience of 'likes' (approx. £50 per month)

4. MFPC Twitter

- The council Twitter page will be relaunched/revitalised
- We will seek to generate community/stakeholder engagement and greater audience reach by directly engaging/responding to tweets published by our stakeholders

5. Noticeboard

- The council will continue to display notices publicly via the noticeboard

New channels to supplement the existing mix and increase opportunities for reach/engagement

1. Community email newsletter

- Via an Email Service Provider (e.g. Mailchimp) we will seek to build an email database for the parish community. Residents will be invited to join the mailing list via the pre-existing communications channels
- Once the list is established (50+ members), a monthly e-newsletter will be distributed (providing updates on council business, community news, and inviting feedback/input)

2. Experimental social channels

- With a view to reaching all corners of our community, including younger age groups, MFPC will test the effectiveness of social media platforms beyond the standard Facebook and Twitter accounts

3. Community events

- To increase visibility, discourse and relationship building, MFPC will seek to have a noticeable presence at any community events held throughout the year

4. Partnership/network communications

- MFPC will seek to communicate any key messages, decisions and feedback opportunities via well-established/respected partner organisations (including the Community Association, the Primary School,... any others?)

5. Email signatures for general correspondence

- Individual councillors will continue to communicate with members of the public as appropriate. A new email signature will be provided to all councillors, including details of other comms channels (web address, social channels etc)

Delivering the strategy via the proposed tactics will require an annual communications budget of circa **£1,500**.

Action

The majority of comms channels will operate on either an 'always on' or 'monthly' basis

	2021				2022							
	S	O	N	D	J	F	M	A	M	J	J	A
Web refresh												
Web maintenance and updates												
Newsletter												
Social posts and ads												
Noticeboard maintenance												
Community email newsletter												
Community events	As appropriate											
Partnership/network comms												

Control and measurement

The success of this plan will be measure in the following ways (related to the objectives):

- Community engagement
 - Total instances of interaction/feedback received from members of the public, tracked monthly

- MFPC reputation
 - Net Promotor Score recorded annually (and at any other opportunity such as community surveys/consultations)

- Reach and visibility
 - Measured via a range of micro-metrics
 - Followers/likes on social channels
 - Opens/clicks on community email newsletter
 - Comments and suggestions received from the public

Monk Fryston Parish Council Document 014	Page 1 of 2
Capital and Projects Working Group	Rev: 1.0
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1	10/5/19	BH	PC	new	None

Terms of reference for Monk Fryston Parish Council Capital and Projects Working Group

1. Introduction

The Parish Council is in the fortunate position to have a pot of money for investing in capital projects. This money was obtained from the sale of the quarry land on Abbey Stone Way.

The Parish Council has a responsibility to spend this wisely on behalf of its residents. In addition, it may be an option to increase the overall value of the fund by seeking other grants which may be available to support projects.

2. Purpose / role of the group:

To Advise main council on spending related to Capital Projects

To review Areas for capital investment from the Parish Plan and in consultation with other bodies as appropriate.

To ensure that any spending is in line within the Parish Councils Legal Authority.

To consider securing other grants to support projects

To ensure that any implemented project is sustainable, and that account of any ongoing maintenance costs are considered within the annual precept.

To organise delivery and implementation of Capital Projects agreed at Main Council Meetings

3. Membership:

Membership will be open to all members of the Parish Council with a minimum of 2 in attendance at any meeting.

Members of the Local community may be co-opted. Responsibility for co-option being delegated to this group by the Main Parish Council.

4. Accountability:

The Group is accountable to Monk Fryston Parish Council and are responsible for reporting back on activities of the group.

There is no delegated spending authority unless specifically given under resolution at a Main Parish Council meeting.

The group is authorised to make small purchases for administration purposes such as room hire. This must be carried out in conjunction with the Clerk/RFO

5. Review:

The group will review its activities annually. This will include review of these terms of reference.

6. Working methods / ways of working

The group will discuss investments at meetings and provide initial recommendations to the Main Parish Council meeting.

Further details and costings will be gathered

The costings will be submitted to the Main Parish Council

The Main Parish Council will approve/reject the project

If approved the group will implement the project

When appropriate Project team(s) will be appointed by this group for implementation

7. Meetings

A minimum of 6 meeting will be held each year. The location of the meeting will be decided by the Group members.

The Chairman of the Parish Council will organise and Chair the meetings

Topics from the meeting will be generated from the Village Plan, Parish Council Meetings, Residents suggestions. This list is not exhaustive.

Meeting papers will be circulated on SharePoint.

Meetings will be relatively informal and relaxed.

Non-members may be invited as agreed by the group.

The Group will select a secretary from its membership at the first meeting

Information and resources will be placed on SharePoint

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Monk Fryston Planning Group	Rev: 1.0
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03 Planning Application Assessment

1.0 Responsibilities

The group will follow the rules and regulations of the Parish Council this includes standing orders and financial regulations and code of conduct.

The group will be responsible for inspecting planning applications relevant to Monk Fryston Parish

No member of the group will, in the name of the Council submit a report or recommendation to any third party without prior approval by Council

Members of the group will not inspect any land or buildings or issue any orders or directives in the name of the Council.

Submission/action on all planning recommendations remain with the responsibility of the Clerk after approval by main Council.

The activity of the group does not affect the responsibilities of the Clerk as laid down in SO 64 but will aid and compliment the carrying out of such duties.

All council members retain responsibility to inspect and submit relevant observations on all planning applications placed for consideration on meeting agendas.

Recommendations of the group will be submitted at the monthly (or nearest) meeting of the Council for Council review.

2.0 Meetings

The group will consist of 2 members of the Parish Council.

Two members of the group will communicate with each other as and when needed outside council meetings

The Group shall meet as and when necessary either face to face or via Teams

3.0 Planning application assessment

The group will inspect all applications received by the Clerk forwarded to the team members and all Council members, as soon as they are received by him

Planning applications will be assessed by the group, when possible, prior to the next Council meeting with every effort to meet deadlines set out by the Local Authority.

The group will scan all applications to see if National and Local Strategic Planning Policies are adhered to including any benefits to the Parish and any negative visual and ecological impact on the local community.

The group will monitor any activity contrary to local planning law within the Parish

The group will review any relevant planning application processes on the SDC Planning Portal and report to the general Council meetings with recommendations.

The group will review any applications submitted under any special meetings called by the Clerk.